

**Virginia Comprehensive Assistance Network [VA CAN] Meeting
August 19, 2003**

Draft Meeting Notes:

Attendance:

Richard Rasmussen - DEQ, Bill Scruggs - VDACS, Nancy Jakubec - DOLI, Willie Miles – DMBE, Linda Hawkins – IRS, Mary Beth Hawn – IRS, Ethel Walker – DRS, Dana Bayless – DCR, **Bill Ferguson** - DPOR and Chuck McCarty - DEQ.

Note: **Bold** indicates first time attendee.

1. Opening/Introductions

Round-the-table introductions and descriptions of programs represented.

2. Follow up of May 13th Event – survey status

Richard gave an updated report on the event in Tracy Garland's absence. A survey [copy in meeting package] has been developed for distribution to the original mailing list for the event [approximately 3000]. Some of the remaining funds [\$1,233.61] will be used to mail survey. The survey is also posted on the web at: <http://www.surveymonkey.com/s.asp?u=93154248448>. It was suggested that, if possible, question #3 in the survey also ask for input regarding the respondents' interest in learning about services offered by the Federal agencies. Richard will check with Tracy.

3. Future Events – Discussion

Linda Hawkins reported that she had a display for VA CAN and distributed VA CAN information [a brochure and the directory] at a Business Fair held by the Center for Entrepreneurial Development Community College Workforce Alliance on June 27, 2003. She said that there was interest in VA CAN from the attendees of the event and she returned empty handed.

The consensus of those attending today's meeting was VA CAN should try to "piggy back" or co-sponsor with another organizations' events. The Biz Link Conference to be held on 9/25 in Richmond by the Greater Richmond Area Chamber of Commerce was again discussed as a prime example of an event to "piggy back." Richard agreed to contact chamber concerning the possibility for VA CAN to display at this event. Another option discussed was to have VA CAN information distributed by members that are all ready committed to participating in this event.

There was discussion of developing a calendar of upcoming events to be shared by all VA CAN members [on web when VA CAN web site is established]. Richard agreed to be the focal point/coordinator for everyone to submit potential events in which VA CAN could participate.

Richard would then share the information with all VA CAN members to determine interest of the network in participating at an event.

It was decided that the information submitted should include- what type of event is it [booths, workshops, conference, etc.]; purpose of the event; who is the contact; when is the event; where; who is the targeted audience and expected number of attendees. **An initial information submittal deadline of 9/15 was established.** After this date any upcoming events and ideas should be submitted on an on-going basis. Once we have a web site or a list server established they could possibly be posted there.

One example of an event that was discussed is DBA's Quarterly Economic Development Seminar. Below is who volunteered to contact what groups about upcoming events.

Nancy Jakubec will contact the chambers, AGC, Manufacturers Association.

Bill Scruggs will contact DBA about the quarterly regional meetings.

Willie Miles will investigate upcoming procurement workshops with VDOT and others around the state.

Richard Rasmussen will contact Philpott Manufacturing Extension Partnership, VA General Services E-Virginia.

Mary Beth Hawn with the IRS will serve as a coordinator for contact with other federal agencies.

There was also discussion of the progress of the Small Business Initiative being led by DBA. The question was also asked if the initiative was aware of VA CAN and how it might relate. Richard indicated that the existence and mission of VA CAN were provided to DBA when the agencies were initially surveyed for Small Business resources. Additionally, the question was asked if the Cabinet Secretaries (Natural Resources and Commerce & Trade) were aware of the existence of VA CAN. The answer is a presumptive yes, but we will attempt to verify.

4. Show and Tell

Bill Ferguson discussed his responsibilities at DPOR, the specific boards he is the Executive Director for: The Board for Barbers and Cosmetology, The Board for Opticians, and the Board for Hearing Aid Specialists. He also spent some time describing the overall function, regulatory development and enforcement processes at DPOR. He mentioned additional boards and their roles in developing and enforcing regulations. He stressed that the DPOR is there to protect the citizens of Virginia.

There was an around-the-table discussion of events/activities. Nancy mentioned that DOLI now has an electronic newsletter that is sent to about 3000 people. She said those wishing to subscribe should send an email to JMC@doli.state.va.us asking to be added to the list. Richard mentioned and distributed information from the federal government on E-Gov Initiatives and EPA's Public Involvement Bulletin #1 (attached). Linda discussed how the IRS is working to encourage E-filing and working with various sectors to promote tax compliance. Willie mentioned some upcoming events in which he's involved. Dana mentioned funding issues concerning conservation loans. Bill highlighted the upcoming DBA quarterly seminar: "Dynamic Business

Opportunities in Virginia Agribusiness" on Sept. 10, 2003 and also several gubernatorial initiatives such as the improvement of farm markets.

5. Need Additional Information for VA CAN Booklet

There is still a need for the "blue page" information from most VA CAN members. It would include a one sentence description of each program you want listed with the appropriate contact information [phone number, address, web site, etc.].

Copies of the latest version of the directory were distributed to those requesting it.

6. Follow Up/Next Meeting

See above "Future Events".

**Our NEXT MEETING - October 22, 2003, DEQ Piedmont Regional Office
10AM to 12:00 PM. Please RSVP by October 16, 2003.**

Attachments:

1. Federal E-Gov Initiative: http://www.whitehouse.gov/omb/egov/about_glance.htm



E-Gov_Initiatives.pdf

2. Public Involvement Bulletin # 1: <http://www.epa.gov/publicinvolvement/>



PI Network bulletin

1.doc